



POSITION DESCRIPTION

Position Title:	CDP JOB TRIALS MANAGER
Division:	Community Development Programme
Reports to:	Chief Executive Officer
Salary:	depending on experience and qualifications
Location:	DARWIN

PRIMARY PURPOSE OF POSITION

The CDP Job Trials Manager is responsible for providing leadership to CDP Site Managers and 2 Support staff. It is the executive management brief for CDP Program across 3 sites. The role facilitates high performance through compliance and innovation of the CDP funding agreement. The role is part of the Executive Management team.

KEY RESPONSIBILITIES

- Lead and achieve social and economic outcomes in accordance with the TITEB values and Strategic directions using service delivery models that are compliant with the CDP Funding Agreement
- Implement and support the ongoing delivery of CDP Trial Jobs and services across 3 sites on the Tiwi Islands.
- Work closely with the CDP managers and teams to create a high performing culture that supports the needs of both the clients and the local labour market.
- Lead and coordinate the lodgement of Performance Period Review submissions.
- Build and sustain links with local employers to understand and respond to the skills needed to meet the local labour market. Ensure all requests to source employees is responded to promptly, professionally and to the highest level of quality.
- Have and maintain a high level of CDP working knowledge, including updates and transfer to the CDP Managers and their teams.
- Monitor compliance of all programs in accordance with their set program Guidelines.
- Contribute to the ongoing continuous improvement of the programs, ensuring they are efficient, effective and ethical. Continually reviewing performance and implementing new strategies where required.
- Maintain a high level of culturally appropriate customer service.
- Effectively contribute to TITEBs Executive Managers and Senior Management Teams objectives
- Maintain frequent communication with the CEO and other key staff, including the required record keeping to ensure adequate data to ensure TITEB meets performance review requirements.



SELECTION CRITERIA

Essential

1. At least 5 years' experience in employment services in remote service delivery at a high level.
2. Leadership skills and the ability to support, train, influence and motivate CDP managers and their teams.
3. Excellent knowledge of the Community Development Program and Job Trials contractual requirements and guidelines.
4. High technical ability in the Employment Services Community Network (ECSN), and setting up/maintaining suitable documentary evidence frameworks.
5. A working knowledge of the CDP funding agreement and triggers for high performance
6. Demonstrated ability to lead high performance across the key areas of the CDP funding agreement, including examples of where this has been done in the past.
7. Undertake relevant training/development, both for the CDP and for increasing leadership skills
8. The willingness to fly in light aircraft and spend time in the Tiwi Islands.
9. NT Current Drivers Licence, or the ability to obtain
10. Current NT Ochre Card or ability to obtain
11. Able to demonstrate cultural competency working with local Indigenous people.

Desirable Criteria

- Employment Services qualifications or equivalent
- Management/Leadership qualifications
- Mentoring and Leadership Qualifications

KEY PERFORMANCE INDICATORS

1. Achieve or exceed the set Performance Measures for CDP by NIAA
2. Facilitate a high performance and can-do culture.
3. High staff retention rate
4. Productive and cohesive team that achieves or exceeds high performance
5. Achieve or exceed set revenue income targets
6. Proactive management that facilitates a happy and safe work culture



- **Performance** – Achieve all financial requirements across the organisation. Deliver all services efficiently, effectively and ethically and in accordance with the contractual obligations and the undertakings given by TITEB. Be able to support the Senior Management team to administer ongoing financial requirements for their line areas (programs or businesses).
- **Financials** – Achieve TITEB’s financial targets through the effective management of line areas, efficient administration, and valid and compliant practices. Achieve budget goals through the monitoring, control and management of revenue and expenses and maximising external funding opportunities. Facilitate identification of additional revenue opportunities.
- **People** – Set up, and lead an ethical and high performing team through high competency, best practice financial administration, industry knowledge, networks and building strong relationships with all TITEB stakeholders. And, by forming a seamless relationship with program managers.
- **Growth & Sustainability** – Achieve growth for the organisation, through effective profit and loss management, budget management, review and implementation of asset management, and identifying suitable new business opportunities.
- **Business Processes** – Ensure efficiency and compliance with administrative processes driven by:
 - The policies, procedures and guidelines in accordance with Financial Services and Management law in Australia and state-based legislation in the Northern Territory.
 - Internal policies and procedures aligned to individual business units within TITEB.

Criminal History Check

Applicants must supply evidence of a recent Australian Federal Police criminal history check and/or be prepared to undergo one if short-listed for interview.

Staff Responsibilities may be varied by TITEB in order to allow the Unit to respond to operational needs or requirements.

Approved
Maria Harvey
CEO TITEB
April 2023